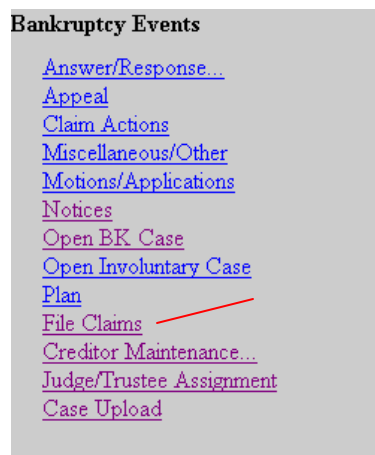# Claims Entry

When a proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant. One must first locate the creditor by searching the creditor database and then enter the corresponding claim.

Most often the creditor filing the claim already resides in the creditor database. If the creditor cannot be located on the case, they should first be added and then the claim added to the new creditor record.
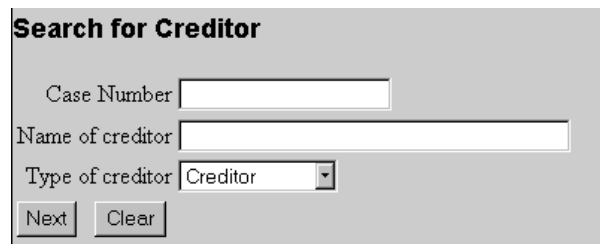
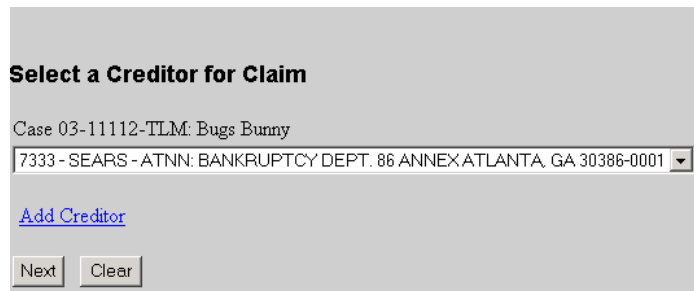1. Click on **Bankruptcy** on the CM/ECF Main Menu bar.

Bankruptcy	•	Adversary	•	Query	•	Reports	•	Utilities	•	Logout

2. Click on **File Claims**.

Bankruptcy Events

Answer/Response...
Appeal
Claim Actions
Miscellaneous/Other
Motions/Applications
Notices
Open BK Case
Open Involuntary Case
Plan
File Claims
Creditor Maintenance...
Judge/Trustee Assignment
Case Upload

3. The Creditor Search screen displays.

Search for Creditor

Case Number [ ]
Name of creditor [ ]
Type of creditor [Creditor ▾]
[Next] [Clear]

4. Enter the case number. Example: 03-11112

5. Click on **Next** for a list of all creditors in this case.

? **NOTE: Do not change** the default of Creditor in the Type of Creditor box. When a matrix is uploaded into the system, the Creditor Type field defaults to Creditor. The Creditor Type must match the creditor information. If creditors are stored on the database as a different Creditor Type you will have to search by that Type. A creditor with a Creditor Type of Admin will not be found unless the Creditor Type field is changed to Admin.

6.   The Creditor Selection screen displays the creditor(s).

7.   Click on the drop-down arrow to display all of the creditors. Select the desired creditor by clicking on it with your mouse if using the drop-down select window.

8.   Verify the address of the creditor. If the address on the claim is different than the computer, click on **Add Creditor** (see instructions below) and add the creditor with the correct address into the system. The creditor's address listed on the claim supercedes what is in the computer per Bankruptcy Rule 2002(g)(1)(A).

9.   If the creditor is not listed:
   o Click on **Add Creditor** button.
   o Click on the **Next** button.
   o Enter the creditor's name, address, city, state and zip.
   o If this is the only claim to enter in this case click on the **Last Entry** button.
   o Click on the **Next** button.
   o Click on the **Submit** button.
   o If the creditor is listed or after entering a creditor:
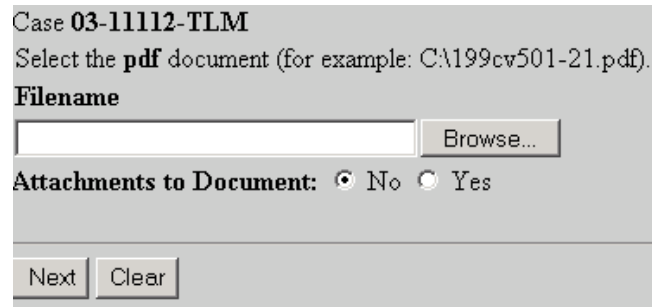   o Click on the **File a Proof Of Claim** link.

o   Start back at #3.

10.   The Proof of Claim Information screen displays fields for each claim.

Proof Of Claim Information For

9118 - CountryWide Home Loans
10 Trail Blazers Hwy
Tulsa, OK 74133

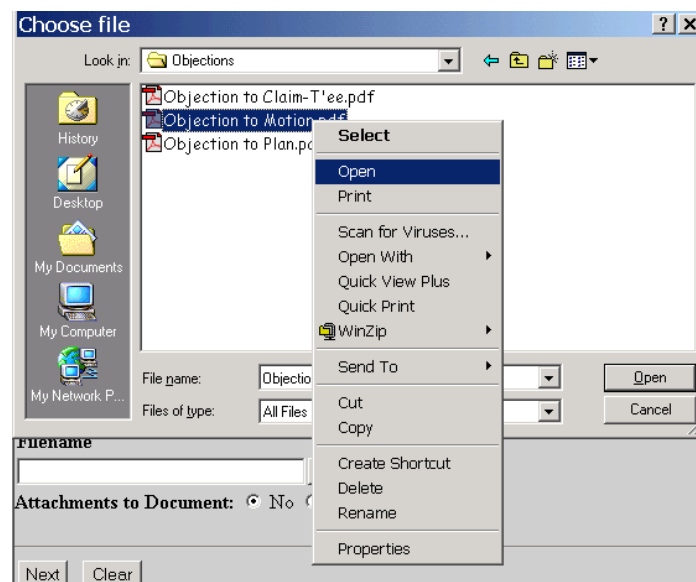| Case Number: 03-11294-DLR | Claim No: | Amends Claim #: | Duplicates Claim #: | Filed By: Creditor |
Last Date To File:	Last Date To File(Govt):	Date Filed: 10/30/2003	Late: No	Status:
		Amount Claimed		
Unsecured	Secured	Priority	Unknown	Total (Display Only)
		Amount Allowed		
				Total (Display Only)
Description:				
Remarks:				

Next   Clear

?   The **Filed By** field offers the options of attorney, creditor, debtor, or trustee.

?   The optional **Status** field displays the Claim status of Allow Amend, Expunge, Reclassify, Reduce, Withdraw.

?   There is an **Amount Claimed** section to record appropriate amounts.

?   **NOTE: Do not enter** the "$" or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required.

?   The **Total Amount Claimed** and the **Total Amount Allowed** fields total the values of Unsecured, Secured, Priority and Unknown. An aggregate total of all claims is included at the end of the Claims Register. (These fields are Display Only. Users may not manually enter an amount in these fields.)

?   The **Description** and **Remarks** fields will appear on the Claims Register. Both fields are **255 characters** long.

11.   Click on the **Next** button to continue.
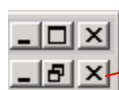
Selecting the PDF document:

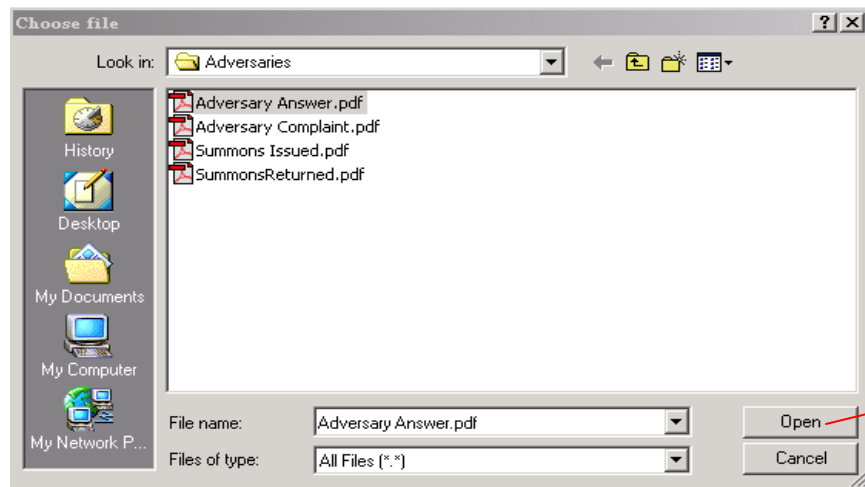12.   Select the PDF document by clicking on the **Browse** button.

Case **03-11112-TLM**

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

[   ] Browse...

Attachments to Document: ⊙ No ○ Yes

[Next] [Clear]

13.   Browse to the appropriate drive and folder.

14.   Locate the appropriate document and <u>right</u> click.

Choose file

Look in: Objections

Objection to Claim-T'ee.pdf
Objection to Motion.pdf
Objection to Plan.pdf

Select
Open
Print

Scan for Viruses...
Open With ▶
Quick View Plus
Quick Print
WinZip ▶

Send To ▶

Cut
Copy

Create Shortcut
Delete
Rename

Properties

File name: Objectio

Files of type: All Files

Open

Cancel

Filename
[   ]

Attachments to Document: ⊙ No

[Next] [Clear]

15.   Left click on **Open**.

16.   View the document to ensure this is the proper pleading.

17.   Click on the **File Close** button in the upper right-hand corner of Adobe Acrobat.

18. Left click on the **Open** button in the Browse dialog box.
If needed, minimize Adobe Acrobat to see the Browse dialog.

19. PDF attachments to claims (contracts, invoices, or other supporting documents) can be linked to this claim. To attach supporting documents, click the YES radio button to the right of the Attachments to Document prompt to attach the PDF document.

20. Click on the **Next** button. You will have no further opportunity to modify this submission if you continue. If there are no modifications to be made to the docket text, click on the **Next** button. If you need to modify the docket text, click on the **Back** button to the appropriate screen and make corrections. Remember, once you change a screen, you must complete all screens after that point again.

Notice of Electronic Filing:

21.   The Notice of Electronic Filing will appear.

Notice of Electronic Claims Filing

The following transaction was received from Malloy, Patrick on 10/13/2003 at 1:05 PM CDT

Case Name: Bugs Bunny
Case Number: 03-11112-TLM
WARNING:CASE CLOSED ON 10/03/2003
                        Ford Motor
Creditor Name: 10 Car Road
                        Tulsa, OK 74133
Claim Number: 4
Total Amount Claimed: $500.00

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename:F:\Intracourt\CMECF\Test Pleadings\Trustee\Objection.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1052166465 [Date=10/13/2003] [FileNumber=15171-0]
[4047c167499ddb1c543f78aa9018606686e663a3e1ab9b4b1d3466c38d2ba30fb8df
c12350d0e0cf116ba30283346179bd8f98c2b706560013b81225affc820e]]

03-11112-TLM Notice will be electronically mailed to:

03-11112-TLM Notice will not be electronically mailed to: